

Date Received: \_\_\_\_\_

**Routing Form for Issues Resolution Ladder**

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*(Use additional sheets if necessary.)*

**RESIDENT ENGINEER & CONTRACTOR PM LEVEL**

Project Name: \_\_\_\_\_

Project No./TRACS: \_\_\_\_\_

ADOT Org: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

The Issue is: \_\_\_\_ A Policy Issue, or, \_\_\_\_ An Administrative Issue, or, \_\_\_\_ A Technical/Specifications Issue

List individuals and organizations affected by this issue and its resolution, i.e. Design, Materials, Maintenance, Local Government, Utilities, Other Governmental Agencies, School Districts, the traveling public:

Name/Position/Organization: \_\_\_\_\_

Brief description of the issue needing further assistance for resolution:

Brief description of the resolutions attempted:

Names of Persons Assisting With Resolution At This Level:

\_\_\_\_\_  
\_\_\_\_\_

Additional comments, or, recommendations:

Issue resolution at this level: \_\_\_\_\_ No (Forwarded to next level on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)  
\_\_\_\_\_ Yes (Describe resolution below.)

If resolved, written feedback of the resolution was transmitted to Team Members and Persons affected by this issue on \_\_\_\_\_ (date) by \_\_\_\_\_

\_\_\_\_\_  
ADOT Resident Engineer (signature)

\_\_\_\_\_  
Contractor Representative (signature)

\_\_\_\_\_  
ADOT Resident Engineer (Print/Type)

\_\_\_\_\_  
Contractor Representative (Print/Type)

***This information was transmitted to the Partnering Section and forwarded to the Construction Section for dissemination on \_\_\_\_\_ (date). )***

Date Received: \_\_\_\_\_

**Routing Form for Issues Resolution Ladder**

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(Use additional sheets if necessary.)

**DISTRICT ENGINEER & CONTRACTOR MANAGEMENT LEVEL**

Project Name: \_\_\_\_\_

Project No./TRACS: \_\_\_\_\_

The Issue is: \_\_\_\_ A Policy Issue, or, \_\_\_\_ An Administrative Issue, or, \_\_\_\_ A Technical or Specifications Issue

Brief description of further solutions considered

Names of Persons Assisting With Resolution At This Level:

\_\_\_\_\_  
Additional comments, or, recommendation

Issue resolution \_\_\_\_\_ No (Forwarded to next level on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)  
at this level: \_\_\_\_\_ Yes (Describe resolution below.)

If resolved, written feedback of the resolution was transmitted to Team Members and Persons affected by this issue on  
\_\_\_\_\_ (date) by \_\_\_\_\_

\_\_\_\_\_  
ADOT District Engineer (signature)

\_\_\_\_\_  
Contractor Representative (signature)

\_\_\_\_\_  
ADOT District Engineer (Print/Type)

\_\_\_\_\_  
Contractor Representative (Print/Type)

This information was transmitted to the Partnering Section and forwarded to the Construction Section for dissemination on  
\_\_\_\_\_ (date).

Date Received: \_\_\_\_\_

**STATE ENGINEER & CONTRACTOR SENIOR MANAGEMENT LEVEL**

Project Name: \_\_\_\_\_

Project No./TRACS: \_\_\_\_\_

The Issue is: \_\_\_\_ A Policy Issue, or, \_\_\_\_ An Administrative Issue, or, \_\_\_\_ A Technical or Specifications Issue

Brief description of further solutions considered:

Names of persons assisting with resolution at this level:

Issue resolution \_\_\_\_\_ No (Forwarded to next level on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)  
at this level: \_\_\_\_\_ Yes (Describe resolution below.)

If resolved, written feedback of the resolution was transmitted to Team Members and Persons affected by this issue on  
\_\_\_\_\_ (date) by \_\_\_\_\_

\_\_\_\_\_  
ADOT State Engineer (signature)

\_\_\_\_\_  
Contractor Owner (signature)

\_\_\_\_\_  
ADOT State Engineer (Print/Type)

\_\_\_\_\_  
Contractor Owner (Print/Type)

This information was transmitted to the Partnering Section and forwarded to the Construction Section for dissemination on  
\_\_\_\_\_ (date).

Date Received: \_\_\_\_\_

**Routing Form for Issues Resolution Ladder**

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(Use additional sheets if necessary.)

**PROJECT MANAGER AND RESIDENT ENGINEER LEVEL**

Project Name: \_\_\_\_\_

Project No./TRACS: \_\_\_\_\_

ADOT Org: \_\_\_\_\_

Design-Build Firm: \_\_\_\_\_

The Issue is: \_\_\_\_ A Policy Issue, or, \_\_\_\_ An Administrative Issue, or, \_\_\_\_ A Technical/Specifications Issue

List individuals and organizations affected by this issue and its resolution, i.e. Design, Materials, Maintenance, Local Government, Utilities, Other Governmental Agencies, School Districts, the traveling public:

1. Name/Position/Organization

2. Brief description of the issue needing further assistance for resolution:

3. Brief description of the resolutions attempted:

4. Names of Persons Assisting With Resolution At This Level:

\_\_\_\_\_  
\_\_\_\_\_

5. Additional comments, or, recommendations:

6. Issue resolution at this level: \_\_\_\_\_ No (Forwarded to next level on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)  
\_\_\_\_\_ Yes (Describe resolution below.)

If resolved, written feedback of the resolution was transmitted to Team Members and Persons affected by this issue on \_\_\_\_\_ (date) by \_\_\_\_\_

\_\_\_\_\_  
ADOT Project Manager (signature)

\_\_\_\_\_  
Design-Build Representative (signature)

\_\_\_\_\_  
ADOT Resident Engineer (signature)

\_\_\_\_\_  
Design-Build Representative (signature)

***If this resolution has an impact on other Sections, this information was transmitted to the Partnering Section and forwarded to the Construction Section for dissemination on \_\_\_\_\_ (date).***

(12G)

Date Received: \_\_\_\_\_

**Routing Form for Issues Resolution Ladder**

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(Use additional sheets if necessary.)

**TECHNICAL MANAGER LEVEL**

Project Name: \_\_\_\_\_

Project No./TRACS: \_\_\_\_\_

The Issue is: \_\_\_\_ A Policy Issue, or, \_\_\_\_ An Administrative Issue, or, \_\_\_\_ A Technical or Specifications Issue

1. Brief description of further solutions considered:

2. Names of Persons Assisting With Resolution At This Level:

3. Additional comments, or, recommendations:

4. Issue resolution at this level: \_\_\_\_\_ No (Forwarded to next level on \_\_\_\_\_ (date) at \_\_\_\_\_ (time))  
\_\_\_\_\_ Yes (Describe resolution below.)

If resolved, written feedback of the resolution was transmitted to Team Members and Persons affected by this issue on \_\_\_\_\_ (date) by \_\_\_\_\_

\_\_\_\_\_  
ADOT Technical Manager (signature)

\_\_\_\_\_  
Design-Build Representative (signature)

This resolution was transmitted to the Partnering Section and forwarded to the Construction Section for dissemination, as necessary on \_\_\_\_\_ (date)

Date Received: \_\_\_\_\_

**DEPUTY STATE ENGINEER AND/OR STATE ENGINEER LEVEL**

Project Name: \_\_\_\_\_

Project No./TRACS: \_\_\_\_\_

The Issue is: \_\_\_\_ A Policy Issue, or, \_\_\_\_ An Administrative Issue, or, \_\_\_\_ A Technical or Specifications Issue

1. Brief description of further solutions considered:

2. Names of persons assisting with resolution at this level:

3. Issue resolution at this level: \_\_\_\_\_ No (Forwarded to next level on \_\_\_\_\_ (date) at \_\_\_\_\_ (time))  
\_\_\_\_\_ Yes (Describe resolution below.)

If resolved, written feedback of the resolution was transmitted to Team Members and Persons affected by this issue on \_\_\_\_\_ (date) by \_\_\_\_\_

\_\_\_\_\_  
ADOT Deputy or State Engineer (signature)

\_\_\_\_\_  
Design-Build Representative (signature)

This resolution was transmitted to the Partnering Section and forwarded to the Construction Section for dissemination, as necessary on \_\_\_\_\_ (date)

(12H)